

**Department of Commerce**  
**Documents to be provided by Client (PBC)**  
**Submitted on July 15, 2002 at 3:30 p.m. for NOAA**

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>
	<b>Financial Management: Funds Balance with Treasury</b>			
1.	<i>Statement of Transactions</i> (SF 224) for each agency location code (ALC) for June 2002.	7/30/02	7/22/02	Nancy Eadie
2.	<i>Statement of Differences</i> (TFS 6652) for October 2001 through June 2002, along with reconciliation of the general ledger amounts to report amounts. The supporting documentation for disbursements shown on the SF 224 reports should be available for our review upon request.	7/30/02	7/22/02	Nancy Eadie
3.	Access to the detail listing of the foreign currency receipts and disbursements for the entire fiscal year 2002 as of June 30, 2002.	7/30/02	Access	Chuck Kilgore
4.	Appropriation fund code listing <b><u>if items have changed from FY 2001.</u></b>	7/30/02	8/1/02	Danny O'Berry
	<b>Financial Management: Other</b>			
5.	June 2002 trial balance (fiscal year cumulative)	7/30/02	7/16/02	Ted Wolfgang
6.	Copies of OIG, GAO, or Other audit reports issued to NOAA as of June 30, 2002.  NOTE: KPMG is also contacting the DOC OIG for this matter.	7/30/02	8/1/02	Mack Cato
	<b>Property Management: Personal Property</b>			
7.	Detail listing from PMIS by category, which supports the property, plant, and equipment balance at June 30, 2002. It should include beginning balances, current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, etc.) supporting the cost of property, plant, and equipment as of June 30, 2002; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of June 30, 2002 that show beginning balances, current depreciation expenses, and ending balances.	7/30/02	8/1/02	Carolyn DeMatteo
8.	Detail listing of unreconciled / suspense property as of June 30, 2002.	7/30/02	8/1/02	Carolyn DeMatteo
9.	Detail listing of NOAA properties held by contractors as of June 30, 2002.	7/30/02	8/1/02	Carolyn DeMatteo
10.	Detail listing of prior period adjustments as of June 30, 2002.	7/30/02	8/1/02	Carolyn DeMatteo
11.	Detail listing of personal property capital leases.	7/30/02		Carolyn DeMatteo
	<b>Property Management: Real Property</b>			

	<b>Documents to be provided</b>	<b>Date Requested</b>	<b>Date Received</b>	<b>Contact Person</b>
12.	Detail listing from RSMIS by category, which supports the property, plant, and equipment balance at June 30, 2002. It should include beginning balances, current additions, current retirements, and ending balances. Also access to all documents (e.g., invoices, capital leases, etc.) supporting the cost of property, plant, and equipment as of June 30, 2002; and access to detail accumulated depreciation schedules for all depreciable assets on hand as of June 30, 2002 that show beginning balances, current depreciation expenses, and ending balances.	7/30/02	7/30/02	Gina Ziegenbien
13.	Detail listing of prior period adjustments.	7/30/02	7/30/02	Gina Ziegenbien
	<b>Property Management: Real Property Leases</b>			
14.	Detail listing of Real Property capital leases.	7/30/02	7/30/02	Gina Ziegenbien
	<b>Procurement &amp; Financial Management: Expenses/Disbs.</b>			
15.	Access to the Weekly Activity Reports (WAR) through June 30, 2002.	7/30/02	<i>Access</i>	Maria Eisel
16.	Financial Document Distribution Listing (If different from the FY 2001 listing).	7/30/02	7/17/02	Chuck Kilgore
17.	Data file containing all disbursements made by NOAA via CD-Rom for October 1, 2001 through June 30, 2002.	7/30/02	7/16/02	Ted Wolfgang
18.	Cumulative Active Document Status Report as of June 30, 2002.	7/30/02	<i>Access to CD-Rom</i>	Nancy Eadie
	<b>Resource Allocation: Budgetary Execution</b>			
19.	SF-133's for all appropriation codes and supporting documentation for the month of June 2002.	8/09/02		Danny O'Berry / various acctnts.
	<b>Accounts Receivable / Cash Receipts</b>			
20.	Data file and listing containing all cash collections from October 1, 2001 through June 30, 2002 via CD-Rom.	7/30/02	7/16/02	Ted Wolfgang
21.	Access to reimbursable receivable files and related supporting documentation for FY 02 reimbursable receivable as of June 30, 2002.	7/30/02	<i>Access</i>	Mark St. Clair
	<b>Loan Receivable &amp; Foreclosed Property</b>			
22.	Detail listing of direct loans (from the subsidiary ledger) for the following loan programs: <ul style="list-style-type: none"> <li>Coastal Zone Management Fund (Fund P)</li> <li>Fishing Vessel Obligation Guarantee (FVOG) liquidating account (Fund N)</li> <li>Fisheries Financing Account (Fund E)</li> </ul>	7/30/02	7/30/02	Mark St. Clair
23.	Descriptive documentation for new loan programs in FY 2002, if applicable.	7/30/02	7/30/02	Danny O'Berry

**NOTE:** If you have any questions related to this PBC listing, please contact Robin Valentine via electronic mail at [rvalentine@kpmg.com](mailto:rvalentine@kpmg.com).